

Memorandum

From the Town of Juno Beach Planning & Zoning Department

To: Joseph Lo Bello, Town Manager
From: Ruben Cruz, Director of Planning & Zoning 
Date: December 17, 2015
Subject: Special Event Request – Take Stock in Children

Background

Staff received a request for a special event by Jamie Lynn Comrie, representing Take Stock in Children Palm Beach County. The proposed event would take place on Loggerhead Park and would extend northbound on Ocean Drive to Marcinski Road. This is not a limited business area special event and includes public property.

Discussion

The location of this event takes place between Loggerhead Park and Marcinski Road, within Ocean Drive, and requires the roadway to be closed during the event. The applicant has provided a map depicting the entire area of the event. The applicant will be charged the fee of \$100/day and a \$500 Security Deposit for this event based on the attached adopted fee schedule for Off-Site Special Events. This fee and deposit do not include required costs for outside assistance by Police, or any other necessary support. Those costs are the responsibility of the applicant during the application process.

Based on the event type the applicant will be responsible to provide all outstanding items 14 days prior to the date, or be subject to late fees and/or cancelation of event (i.e. on & off-site parking arrangement, police fees, etc.).

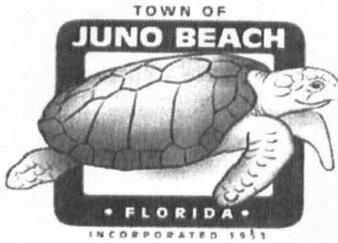
The event consists of a group gathering, fun run and a barbecue post run. The anticipated attendance for the proposed event is between 350-400 people, with 15 employees and 35 volunteers.

Finally, the date of the event is proposed for April 23rd, from 6am to 2pm (setup will begin at 6am, the race will start at 10am and tear down will be completed by 2pm). Staff will apply all of the regular conditions for such an event on their regular application plus any identified by the Town Council.

Recommendation

Staff recommends that the Town Council consider the request for the special event proposed in Juno Beach as stated above, subject to the applicant being responsible for the application process of the special event and all conditions and requirements following said application, including any additional agency reviews/approvals/fees.





TOWN OF JUNO BEACH
RECEIVED

2005 DEC 9
Town of Juno Beach

340 Ocean Drive; Juno Beach, FL 33408
Phone: (561) 626-1122; Fax: (561) 775-0812

Application for Off-Site Special Event

Note: The issuance of any Special Event permit from the Town of Juno Beach does not exempt the applicant from obtaining the appropriate Business Tax License (occupational license) and temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute, or, any other county or state required permits.

Fee Schedule:

<u>Event Type</u>	<u>Deadlines Application/Obligations</u>	<u>Application Fee</u>	<u>Permit Fee*</u>	<u>Security Deposit</u>	<u>Deadline Late Fee</u>
Low-Impact (Up to 999 attendees)**	60/14 days prior to event	\$100 ✓	\$100/day	\$500	\$200
Medium-Impact (1000-4999 attendees)	120/45 days prior to event	\$200	\$500/day	\$1,000	\$400
High-Impact (5000+ attendees)	120/45 days prior to event	\$300	\$1,000/day	\$5,000	\$600

*Permit Fee will be determined by the Town Council for off-site events lasting 4 or more consecutive days.

**Low-Impact events consisting of 25 attendees or less will be approved administratively.

Notes: Please initial each item below to confirm your understanding:

- ✓ Application Fee is due at time of Application submittal and is not refundable.
- ✓ Deadline Late Fee is an additional charge and is not refundable. X
- ✓ Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.
- ✓ Permit Fees and Security Deposit are due 14/45 days prior to the event. These fees may be refunded if the event is canceled or postponed at least 7/14 days prior to the event date.
- ✓ After the event, Security Deposit, or a portion of, may be returned after an inspection is completed by Town Staff. The Town shall determine what portion of the Security Deposit may be returned.
- ✓ Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- ✓ Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- ✓ Failure to provide the required obligations, fees and deposits 14 or 45 days prior to the event date, as indicated above, will subject the applicant to the Late Fee and/or cancellation of event.
- ✓ Additional charges may apply for Police and/or Public Works services, Town Staff will determine what services are required. Please read Sections III and IV. Deadline for these fees are 14 or 45 days prior to the event date, as indicated above, subject to Late Fee and/or cancellation of event.

Section I Instructions for Applicant

1. Applicant shall complete Section II of this application. (Town Staff will review the Applicants submittal and complete other sections as required.)
2. Attach the following with this application:
 - a) Attach Application Fee, and Late Fee if applicable. (All fees are Payable to the Town of Juno Beach.)
 - b) Plot/Site Plan (drawing/sketch), showing the site upon which you are proposing your special event, identifying parking areas, adjacent roadways, existing structures, proposed (temporary) structures/items, road closures, barricades/fences, etc.;
 - c) Attach letter(s) of approval from all outside agencies: (i.e. Palm Beach County (PBC) Parks and Recreation, PBC-Traffic Division, PBC-Fire Rescue, Florida Department of Transportation, Department of Environmental Protection, Environmental Resources Management, Coast Guard, etc.)
 - d) Copy of current insurance certification(s) with the **Town of Juno Beach** listed as **"Additionally Insured" with a minimum amount of \$1,000,000.00 liability coverage;** (or state your ability to provide it with all other obligations).
 - e) Notarized Letter of approval from property owner(s).
 - f) Copy of Driver License.
3. Sign and date this application at the end of Section II.

Section II Required Information

▪ **Regarding the Applicant:**

Name of Applicant/Sponsor: JAMIE LYNN COMRIE Phone: 704 690 0686

Relationship to Organization Represented: SPECIAL PROJECTS COORDINATOR

Address of Applicant/Sponsor: SAME AS ORGANIZATION

Name, Address, Phone of Organization Represented: TAKE STOCK IN CHILDREN
(561) 683-1704 PALM BEACH COUNTY
1896 PALM BEACH LAKES BLVD #103 WPB FL 33409

Principal contact person on Event Day/Phone: JAMIE LYNN COMRIE
(704) 690-0686

Alternate contact person on Event Day/Phone: LIDIA VARGAS
(561) 683 1704

▪ **Regarding the Subject Location (where the proposed special event is being requested):**

Address/Location: LOGGERHEAD PARK
14200 U.S. HIGHWAY 1
JUNO BEACH, FL 33408
Name of Subdivision: N/A

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: TAKE STOCK IN CHILDREN
HAS BEEN APPROVED TO HOST A SPECIAL
EVENT AT LOGGERHEAD PARK AND WOULD
LIKE TO USE IT AS THE START / FINISH
FOR A ~~10K~~ 5K RUN TO THE NORTH ON
OCEAN DRIVE.

Indicate roadway(s) to be closed: OCEAN DRIVE FOR 0.8 MILES
NORTH OF LOGGERHEAD PARK.
TO MARCINSKI RD & BACK

Indicate if amusement rides (type/quantity) are part of the event: N/A

Indicate if alcohol will be served at the event and who will serve: N/A

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: MAY HAVE TENTS W/IN LOGGERHEAD
PARK. GROUP GATHERING AND POTENTIAL
BBQ POST RUN FOR FAMILIES

Number of employees/volunteers working the event: 15 EE'S // 35 VOL'S

Number of anticipated attendees for the event: 350-400

Length of time proposed for the event to take place, including set-up and tear down (dates/times): RACE STARTS @ 10. ROAD CLOSE @ ?

SATURDAY 4.23.10 6AM SETUP 2PM TEAR DOWN
WITHIN THE PARK

▪ **Regarding other Town Services:**

If Police and/or Public Works services are being requested, please indicate your anticipated duties: (Regardless of your anticipated need, Town staff may determine that Police and/or Public Works services are required for your event, refer to letter of approval):

we will wait to hear what is suggested
and move forward from there

▪ **Please initial to confirm attachments:**

- JC ✓ Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
- JC ✓ Plot/Site Plan
- JC ✓ Outside agency letter(s) of approval
- JC ✓ Insurance Certificate
- N/A Notarized Letter from property owner
- JC ✓ Copy of Driver License

Indicate items not submitted and reasons for non-submittal:

NO APPROVAL FROM OUTSIDE AGENCY

Hold Harmless Agreement:

In accordance with the Town of Juno Beach Code of Ordinances, in permitting any special event, the applicant shall meet all requirements set forth in Chapter 34 and is subject to Town Council approval. In addition, Town Staff shall prescribe appropriate conditions and safeguards and obligations and fees as required.

By submittal of this application, the sponsor agrees to indemnify and hold harmless the Town of Juno Beach, its officers, employees and agents from and against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by sponsor, its officers, employees, and agents under any of the terms of this Special Event Application.

If any unforeseen circumstance(s) occur and/or the sponsor fails to meet the requirements the Town has set forth, the Town Manager or Police Chief shall have the right to cancel or stop the event either before commencement of the event and/or during the event.

Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.

Jamie Comrie
Applicant/Sponsor Signature

NOV 16, 2015.
Date

JAMIE COMRIE
Print Name

Office Use Only:

Received By

Date (Please Date Stamp)

Town Calendar has been reviewed and event "Tentatively" Scheduled with 2 day alert.

Completed By

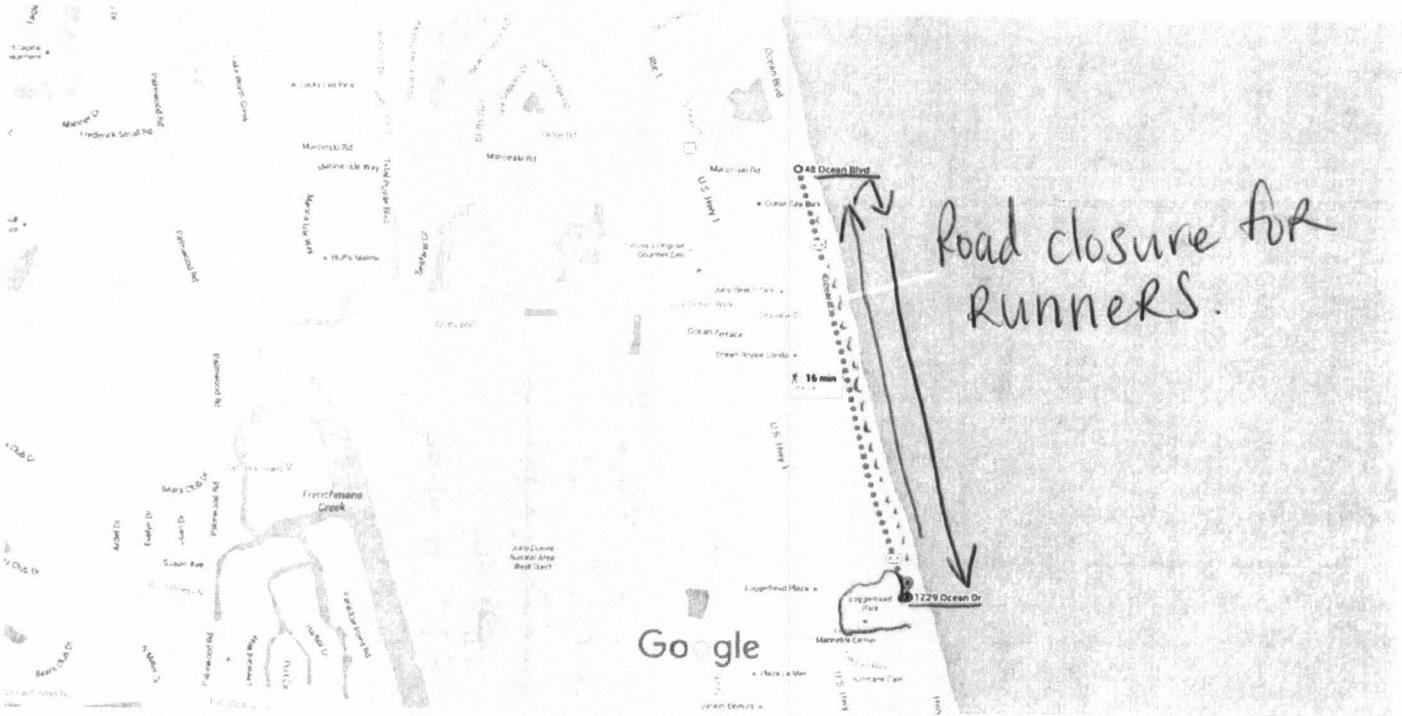
Date

Event status shall be updated when approved. Completed by: _____

B) PLOT/SITE PLAN

Google Maps

48 Ocean Blvd, Jupiter, FL 33477 to 1229 Ocean Dr, Juno Beach, FL 33408 Walk 0.8 mile, 16 min



Road closure for Runners.

16 min

Map data ©2015 Google 500 ft



via Ocean Blvd

16 min

0.8 mile



COLLFOR-01 CCALDWELL

CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
11/16/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Celedinas Insurance Group 4400 PGA Blvd, Suite 1000 Palm Beach Gardens, FL 33410		CONTACT NAME PHONE (A/C, No., Ext): (561) 622-2550 E-MAIL ADDRESS	FAX (A/C, No.)
INSURED College for Kids/TSIC 1896 Palm Beach Lakes Blvd West Palm Beach, FL 33409		INSURER(S) AFFORDING COVERAGE INSURER A: Nationwide Mutual Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 23787

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>		GL 00000053421Q	04/02/2015	04/02/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER						
	AUTOMOBILE LIABILITY						
	ANY AUTO ALL OWNED AUTOS HIRED AUTOS	SCHEDULED AUTOS NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB	OCCUR					EACH OCCURRENCE \$ 1,000,000
A	EXCESS LIAB	CLAIMS-MADE		CMB00000053423Q	04/02/2015	04/02/2016	AGGREGATE \$ 1,000,000
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	Y/N		N/A			PER STATUTE OTHER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Town of Juno Beach is listed as an additional insured

CERTIFICATE HOLDER**CANCELLATION**

Town of Juno Beach
340 Ocean Dr
Juno Beach, FL 33408

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



**Department of Engineering
and Public Works**
P.O. Box 21229
West Palm Beach, FL 33416-1229
(561) 684-4000
FAX: (561) 684-4050
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Mary Lou Berger, Mayor
Hal R. Valeche, Vice Mayor

Paulette Burdick
Shelley Vana
Steven L. Abrams
Melissa McKinlay
Priscilla A. Taylor

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

December 17, 2015

Ms. Jamie Lynn Comrie
Special Events Coordinator
Take Stock in Children Palm Beach County
1896 Palm Beach Lakes Boulevard, Suite 103
West Palm Beach, FL 33401

SUBJECT: 1st Annual Strides for Education Beach Bash Dash

Dear Ms. Comrie:

Palm Beach County has reviewed your request to close Ocean Drive from Loggerhead Park and North to Marsinski Road on Saturday, April 23, 2016, beginning at approximately 8:00 a.m. to 1:00 p.m.

This request has been approved.

It is our understanding that the Town of Jupiter Police and the Town of Juno Beach Police will assume responsibility for traffic control and will coordinate with other emergency departments.

If you have any further questions, please contact Larry T. Kelly at 684-4030 or e-mail to ltkelly@pbcgov.org.

Sincerely,

Larry T. Kelly
Construction Coordinator
Traffic Division

LTK:saf

Attachment: Route Map

ec: Lisa De La Rionda, Director, Department of Public Affairs
Heather C. Shrim, Web Design Coordinator, Department of Public Affairs
Javier H. Lopez, Web Site Specialist, Department of Public Affairs
Giri Jeedigunta, P.E., Traffic Signal Sys. Mgr., Traffic Division
Jean Milord, P.E., Professional Engineer - Traffic Division
Steve Shreve, P.E., Sr. Professional Engineer, Traffic (ITS) Division
Andrew H. Holzinger, Recreation Programs Coordinator, Parks & Rec. Dept.
Steve Anderson, Senior Planner, Palm Tran
Brian S. Smith, Chief of Police, Town of Juno Beach bsmith@junobeachpd.com
Frank Kitzerow, Chief of Police, Town of Jupiter frank@jupiter.fl.us

File: General - Special Events
Roads - Ocean Drive

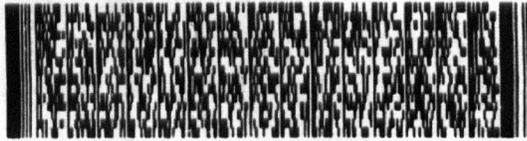
N:\TRAFFIC\LTK\2015\SPECIAL EVENT - 1st Annual Strides for Education Beach Bash Dash - 2015 12-17-15.doc

South Carolina DRIVER'S LICENSE

DMV, PO Box 1496, Blythewood, SC 29016-0022

DL#: [REDACTED]

COMRIE, JAMIE LYNN



DOB: [REDACTED]
Issued: 10-21-2017
Expires: 05-19-2021
Class: D
Sex: F
Weight: [REDACTED]
Height: [REDACTED]
Restrict: None
Endorse: None



08205 D 2

[Signature]
Governor

CLASS: Vehicles not exceeding 26,000 GVW. Includes Class G and trike.
Does not include MTC or MTC w/ sidecar.

ENDORSEMENTS
None

ENDORSEMENTS

RESTRICTIONS
None

DONOR: YES

[Handwritten signature]

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